

**CODE: 1873**  
**FLSA: NON-EXEMPT**  
**GRADE: 8**

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: MECHANIC I**  
**VEHICLE MAINTENANCE DIVISION**  
**PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs skilled journeywork in the maintenance and repair of many types and sizes of vehicles and equipment. Work involves performing skilled tasks in the maintenance and repair of mechanical, hydraulic, and electrical operating systems, light, medium, heavy-duty, and specialized equipment and vehicles; and making mechanical diagnostic decisions with guidance and/or direction of Mechanic III or Supervisor about the repair and replacement of vehicle parts referring when necessary to vehicle specifications and repair manuals and division regulations particularly relating to work safety. Reports to the Vehicle and Equipment Maintenance Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Performs a variety of work diagnosing, servicing, maintaining, and repairing all light, medium, and heavy automotive equipment including front-end loaders, construction equipment, backhoes, street sweepers, rollers, tractors, Police cars, and other specialized equipment; repairs transmissions, clutch, exhaust systems, electrical systems, fuel systems, and brake system.

Performs preventative maintenance on all Town vehicles and equipment.

Performs welding; makes modifications on vehicles and equipment; overhauls diesel and gas engines.

Communicates with drivers and operators.

Performs test drives.

Receives and/or reviews various records and equipment such as written repair/service orders; verbal instructions from a supervisor; visually noting a malfunction such as a leak, bald tires, etc.; smell of exhaust, antifreeze, or other malfunctions; and verbal request for repairs by fellow employees.

Prepares and/or processes various records and reports such as work orders, notes, and parts lists.

Refers to vehicle specifications and manuals; OEM service manuals; customer verbal explanations, concern, or suggestion; wiring diagrams, schematics, and diatom keys; manufacturer web sites; policy and procedure manuals; codes / laws / regulations; publications and reference texts; etc.

## **MECHANIC I**

Operates a variety of vehicles and equipment such as Police vehicles; light duty vehicles; pickup trucks; specialty vehicles such as sewer jet, street sweeper, trash truck, etc.; specialty equipment such as loader, backhoe, asphalt paver, etc.; heavy equipment and trucks; shop machinery such as brake lathe, tire balancer, tire changer, etc.; personal computer; printer; scope multimeter tool for vehicles and light-medium trucks, scan tool for heavy duty trucks, Monitor 4000 Enhanced auto and light truck; etc.

Uses a variety of tools such as mechanic hand and power tools, welder, hydraulic fitting press, oxygen and acetylene torches, plasma cutter, etc.; a variety of supplies such as electrical wire, steel, chemicals, oils, lubricants, vehicle and equipment parts hardware emergency lighting, general office supplies, etc.; and a variety of computer software such as Fleet Controller, Infotech, OTC, Genisys, Scantax, Internet Explorer, etc.

Interacts and communicates with various groups and individuals such as the Vehicle and Equipment Maintenance Supervisor, co-workers, suppliers/vendors, manufacturer, employees in other divisions, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent supplemented by two to three years of experience in all phases of vehicle and equipment repairs and maintenance; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State Driver's License.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and machinery including computers, calculators, copiers, automotive diagnostic equipment, hand tools, etc. Must be physically able to operate a variety of motor vehicles. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the ability to climb, reach and/or stretch arms, legs or other parts of the body to grasp objects. Physical requirements are for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

## **MECHANIC I**

**Language Ability:** Requires the ability to read a variety of reports and records. Requires the ability to prepare reports, records, forms, charts, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including automotive, mechanical and electrical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using heavy motorized equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as heavy motorized equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Vehicle Maintenance Division of the Public Works Department as they pertain to the performance of duties of the Mechanic I. Has knowledge of the functions and interrelationships of the Town and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has basic knowledge of the characteristics and operating principles of internal combustion engines. Has basic knowledge of methods, practices, and procedures in repairing, overhauling, and maintaining gasoline-and diesel-powered automobiles and trucks. Has basic knowledge of the materials and parts used for the repair of automotive equipment and heavy equipment. Has working knowledge of the various

## MECHANIC I

testing devices, machines, and hand tools used in mechanical repair work. Has working knowledge of the principles and practices of inventory control. Has general knowledge of prices and local sources of supply for necessary garage supplies, materials, and replacement parts. Is skilled in the use of machine and hand tools. Is able to assist in the planning and ensuring adherence to a preventive maintenance plan suitable for the Town's automotive and equipment fleet. Has knowledge of the materials and parts used for the repair of automotive and heavy equipment. Has considerable knowledge of the occupational hazards and proper safety precautions of the work. Is skilled in the use of machine and hand tools. Is able to plan work details and carry out work assignments. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to exercise considerable independent judgment in applying standards to technical aspects of work. Is able to understand and follow oral and written instructions. Is able to communicate effectively orally and in writing. Is able to read and interpret relatively complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Is able to maintain accurate files and compile data into report form. Is able to perform the manual labor associated with major mechanical repair work. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to establish and maintain effective working relationships as necessitated by work assignment.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

## **MECHANIC I**

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of it. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**